

Developmental Disabilities Council
Reading Cover Page

Date: November 18, 2004

Meeting: Governance Committee

Reading Number: 04 G-17

Issue: Revising the Participation and Attendance
Policy 406

Included in Reading: Participation and Attendance Policy
406 Revised November 2004

Background/Summary: This revised policy draft
reflects the discussion from the September meeting.

Action: Review, Discussion & VOTE

Focus Question(s): Anything need to be added or
changed to the draft Participation and Attendance
policy?

If there are any questions, please contact Clare Billings at
1-800-634-4473, or email at clareb@cted.wa.gov



Policy No. 406

Council Member Participation and Attendance

Revised: November 2004

Participation

Consistent with its Charter, it is the policy of the Developmental Disabilities Council to support full participation of and equal access to all Council meetings and Council sponsored activities for all Council members.

Meetings are held in accessible locations and accommodations are provided in accordance with the Council's Reasonable Accommodation policy to assure equal access and opportunity for the full participation of Council members.

The Council Chair appoints all members to a Standing Committee and to a Workgroup as specified in the Council Charter. The Council expects the full and active participation of all its members including the work and on-going communication necessary between meetings to assure the Council's work is achieved in a timely fashion.

The DD Act requires the representation of certain state agencies on the Council. Consistent with the Charter, agency representatives are full, voting members of the Council and are expected to fully participate in the full Council meetings and the Standing Committee and Workgroup to which they are assigned.

Agency Representatives may appoint a designee to serve on his/her behalf. However, the designee must be in a position to bring Council issues to the Agency Representative and represent the agency before the Council. To ensure active and full participation on the Council, a designee should at a minimum, serve for a year.

At least every three years, the agency representative and the designee will discuss the designee's participation, solicit input from the Membership Committee, and determine on-going participation on the representative's behalf.

Attendance

An attendance record shall be kept for all Council members. The attendance record shall include presence at full Council meetings, Standing Committee meetings and Workgroup meetings and reason for any member's non-attendance.

When a Council member has missed three meetings in a row, or is inconsistent in attendance, missing 4 or more meetings in a year, the Executive Director shall

prepare a letter for the Council Chair to send to the member to request that the member or agency representative clarify future participation and to address his/her intention regarding on-going membership or agency participation on the Council.

For this policy a meeting means: Thursday, Committee and Workgroup meetings; and Friday, Full Council meeting.

Upon receiving input back from the member, the Chair shall review this matter, including the input from the member, with the Membership Committee at the next scheduled meeting. The Membership Committee may decide to take no action or request that the Governor's Office replace the member on the grounds of non-attendance.

The Membership Committee, if asking the Governor's Office to replace a member, shall submit at least two nominees from the list of candidates developed during the regular annual membership recruitment.

